

## **UUCWI Membership Committee Role Description**

Approved by Board of Trustees on March 14, 2005

**Purpose:** To ensure that visitors and other potential new members are made welcome and to facilitate their becoming members in accordance with the UUCWI Bylaws.

**Nature:** This is a standing committee.

### **Key Responsibilities:**

- Seek new members and encourage other members to introduce friends to the congregation
- Help inquirers become acquainted with Unitarian Universalism and our congregation
- Organize new member get-acquainted meetings and orientation classes
- Maintain the membership register
- Assure that each new member meets all the requirements of membership in the bylaws
- Organize induction ceremonies for new members
- Publish a short biographical sketch of each new member in the newsletter
- Assist new members in joining church committees and activities
- Maintain the membership table at services, with UU literature and guest register
- Arrange for persons who sign the guest register to receive visitor information packets
- Provide greeters for services
- Record the attendance count for services
- Assist the Treasurer in maintaining an accurate membership roster
- Maintain a membership badge for each member

### **Ex Officio Members**

- Historian/Archivist
- Volunteer Coordinator